ACCESSING MASS

1.   Start your Internet browser and access the REAC Management Assessment
      home page at the following address:

      http://www.hud.gov/reac/MASS/index.html
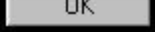
      NOTE: For basic information on how to use a browser, see Appendix A. Browser
            Basics & Help Information, page 2.

2.   Scroll to the Management Assessment Subsystem (MASS) section on the right
      side of the page. In that section, click on the Log in to MASS link.

3.   A login box displays requiring the
      username and password.

      **NOTE: The term "user
      name" refers to your system ID,
      which was assigned to you by
      HUD when you registered with
      REAC. The password is the
      password you chose on your
      application. You must enter it
      exactly as you entered it on the
      form.**

      NOTE: For information on registering for a system ID, see Appendix D.
      Registering for a System ID, p. 28. **If you are a Coordinator for your PHA, you
      may need to perform some system administration in order for you and your
      Users to access MASS. See Appendix E. System Administration.**

4.   Click on the [OK] button after entering both items. The HUD Secure
      Systems legal warning page displays.

5.   Scroll down to the page and click on the [Continue] button. The **Secure
      System** page displays.